



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 10-089

The U.S. Embassy in New Delhi is seeking an individual for the position of Resource Conservation Specialist (Energy Guru) in the Facility Management Services Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below).

Only applicants who are selected for the interview will be contacted.

OPEN TO: All interested candidates

POSITION: Resource Conservation Specialist (Energy Guru),
FSN-1201-10, DLA-526417
(Personal Services Agreement)

OPENING DATE: August 12, 2010

CLOSING DATE: September 17, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/NOR:** Grade: FP-5*
(steps 5 through 14)
Ordinarily Resident: Grade: FSN-10*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT

DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTABLE.

BASIC FUNCTION OF POSITION

- Institute and manage the Resource Conservation Unit, made up of at least eight employees, tasked with monitoring resource consumptions, raising community environmental awareness, and implementing saving measures.
- Perform the necessary intellectual research using all available local and global information resources in order to generate hard facts and illustrative figures regarding energy saving and environmental conservation that can be passed to the entire Indian and American Embassy communities and to be used in generating savings and conservation projects.
- Familiarize him/her self with the local and worldwide industry and marketplace concerning energy saving and environmental conservation.
- Use mission and local technical resources, develop small, medium, and large energy saving and conservation projects to be implemented at American properties India wide.
- Facilitate the solicitation process for funded projects and work with Facility Management personnel from the beginning to the end of the implementation state for these projects.
- Develop and implement Embassy community based programs designed to educate and elevate energy consumption and saving awareness.
- Perform other duties as assigned.

QUALIFICATIONS REQUIRED

1. Bachelor's degree or the local equivalent formal education, in natural resources management, agriculture, environmental economics, business administration or another field relevant to the position is required.
2. Minimum three years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance or project implementation work, with Central or State Government organizations, or private-sector institution which included project design and performance monitoring.
3. Level IV (Fluent) in English and Hindi.
4. Good knowledge of resource development, construction and energy resource management principles, concepts and practices as well as natural resource management issues and the problems and policies in India, from the Business, political and social

perspectives.

5. The ability to use personal computer databases and packages, software packages such as MS-Word, EXCEL, e-mail, and CD-ROM applications

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website
http://newdelhi.usembassy.gov/job_opportunities.html
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021

FAX: 2419-8056

Or

E-mail: NewDelhiVacancies@State.gov

Please insert **"VA# 10-089"** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **September 17, 2010**.

AN EQUAL OPPORTUNITY EMPLOYER